

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

ASSISTANCE PAYMENTS WORKER

JOB DESCRIPTION

Employees in this job determine applicants' eligibility for financial assistance programs and maintain ongoing cases. The work involves frequent contacts with clients and others to obtain and verify information needed to approve services under various financial assistance programs, Food Assistance, Medical Assistance, and other programs administered by the Family Independence Agency.

There are four classifications in this job.

Position Code Title – Assistance Payments Worker-E

Assistance Payments Worker 8

This is the entry level. The employee works as an on-the-job trainee receiving close supervision and guidance while learning the methods and procedures of assistance payments work.

Assistance Payments Worker 9

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing an expanding range of assistance payments assignments.

Assistance Payments Worker E10

This is the experienced level. The employee performs a full range of assignments using considerable independent judgment to make decisions requiring the interpretation of guidelines to specific situations without consulting available supervision.

Position Code Title – Assistance Payments Worker-A

Assistance Payments Worker 11

This is the advanced level. The employee reviews and leads the work of other assistance payments workers, while performing a full range of assignments.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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Interviews clients to obtain information necessary to make eligibility determinations; conducts initial intake interviews and/or annual case review interviews.

Reviews and evaluates clients' circumstances and documentation to determine the type and amount of assistance for which the applicant or client is eligible.

Maintains an ongoing caseload by processing case changes, adding and deleting dependents, making food stamp changes, issuing vendor status notices, replacing lost warrants, Medical Assistance cards, etc., keeping case history files current, and responding to client inquiries and complaints.

Uses the automated systems to compute client budgets for shelter, personal needs, utilities, and special needs; and provides budget breakdowns and explanations to clients.

Codes client records and inputs data using computer terminals with responsibility for the accuracy of information entered.

Monitors case status by reviewing eligibility and income reports.

Conducts correspondence needed to maintain cases, and maintains accurate case records.

Assists clients in completion of application forms and explains programs and requirements; refers clients to other agencies or service programs as appropriate.

Conducts annual redeterminations to review the status of each case and make necessary changes.

Contacts landlords, nursing homes, physicians, court officials, and others to verify information regarding income, assets, obligations, etc., needed to make eligibility decisions.

Authorizes immediate assistance on an emergency basis when warranted to obtain shelter, transportation, medical care, or utility service for needy clients.

Explains procedures and actions taken, responding to clients' requests for information or desire to appeal decisions or denials, and meets with clients at case closure to review reasons for ineligibility.

Writes social summaries for Medical Assistance cases.

Writes hearing summaries, participates in pre-hearing conferences and hearings, and explains decisions in administrative hearings.

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Assists in training less experienced employees.

Completes a variety of supplemental forms related to client services such as SSI, subsidized housing, friend of the court, and medical vouchers.

Performs related work as assigned.

Additional Job Duties

Assistance Payments Worker 11

Assigns work to assistance payments workers and reviews work for accuracy and completeness.

Trains new and developing employees, and provides technical assistance with problems.

Establishes work priorities for a unit of assistance payment workers and coordinates assignments to assure completion within established promptness standards.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of interviewing methods to elicit client eligibility information.

Knowledge of the problems of and services for disadvantaged people.

Ability to read, interpret, and apply program policies and procedures.

Ability to follow oral and written instructions.

Ability to accurately compute budgets.

Ability to code forms from instruction manuals.

Ability to input data using a keyboard.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Ability to maintain confidentiality of information.

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Ability to create and maintain case records, compile information for reports, and compose correspondence related to the work.

Some positions may require the ability to converse in other languages such as Arabic, Chaldean, or Spanish.

Additional Knowledge, Skills, and Abilities

Assistance Payments Worker 11

Ability to determine work priorities and to assign, coordinate, and evaluate the work of others.

Ability to assist others in solving work related problems.

Ability to train employees in the work.

Working Conditions

Some jobs are located in a social services agency.

Some jobs require extensive public contact, sometimes with distraught customers.

Physical Requirements

None.

Education

Completion of two years of college education (60 semester or 90 term credit hours) from an accredited, degree-granting institution.

Experience

Assistance Payments Worker 8

No specific type or amount of experience is required.

Assistance Payments Worker 9

One year of experience as an assistance payments worker.

Assistance Payments Worker E10

Two years of experience as an assistance payments worker.

Assistance Payments Worker 11

Three years of experience as an assistance payments worker, including one year of experience equivalent to an Assistance Payments Worker E10.

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Alternative Education and Experience

Four years of administrative support experience in a human services or office setting, two years of which have been at the experienced (E7) grade, may be substituted for the education requirement.

Completion of one year of college (30 semester or 45 term credit hours) and two years of administrative support experience in a human services or office setting, one year of which has been at the experienced (E7) grade, may be substituted for the education requirement.

Three years of Home Aide work experience, one year of which has been at the experienced (E8) grade, may be substituted for the education requirement.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
ASTPAYWKR	Assistance Payments Worker

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Assistance Payments Worker-E	ASTPWKRE	W22-001
Assistance Payments Worker-A	ASTPWKRA	W22-024

ECP Group 1
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